

# CAREER OPPORTUNITY BULLETIN



**Date: August 8, 2006**

**Bulletin # 628**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: August 18, 2006**

California Relay Service  
**TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The following is a correction from Career Opportunity Bulletin # 627. The final filing date remains the same.

**PARK MAINTENANCE WORKER I (\$2737- \$3268) – CHANNEL COAST DISTRICT/SANTA BARBARA SECTOR**

The reporting location for this position is the El Capitan Maintenance Shop. State Parks in the sector include; El Capitan and Refugio State Beaches, and Gaviota State Park. The incumbent will repair and maintain all the components of the parks including plumbing, electrical, painting, housekeeping, and landscaping. Self-motivation and the ability to work independently are desirable qualities. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Susan Kosek-Kelly at (805) 968-2943 or [skelly@parks.ca.gov](mailto:skelly@parks.ca.gov).

## **Career Opportunity Bulletin #628**

- **ACCOUNTING ADMINISTRATOR I (SUPERVISOR) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT – DIVISION OF POLICY AND STRATEGIC PLANNING/HEADQUARTERS/SACRAMENTO**
- **ADMINISTRATIVE OFFICER III, RESOURCES AGENCY – SANTA CRUZ DISTRICT OFFICE**
- **ASSOCIATE PARK AND RECREATION SPECIALIST/PARK AND RECREATION SPECIALIST – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**
- **COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (4 POSITIONS) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**
- **COMMUNICATIONS OPERATOR – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**
- **ENVIRONMENTAL SCIENTIST – ACQUISITION AND DEVELOPMENT DIVISION/ SOUTHERN SERVICE CENTER/SAN DIEGO**
- **ENVIRONMENTAL SCIENTIST – SIERRA DISTRICT**
- **ENVIRONMENTAL SCIENTIST – SIERRA DISTRICT/EMPIRE MINES STATE HISTORIC PARK**
- **OFFICE TECHNICIAN (TYPING) – ACQUISITION AND DEVELOPMENT DIVISION/ NORTHERN SERVICE CENTER/SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING) – ANGELES DISTRICT/ACCOUNTING SECTION**
- **OFFICE TECHNICIAN (TYPING) – ANGELES DISTRICT/ACCOUNTING SECTION**
- **OFFICE TECHNICIAN (TYPING) – SANTA CRUZ DISTRICT OFFICE**
- **OFFICE TECHNICIAN (TYPING) – SANTA CRUZ DISTRICT OFFICE**
- **PERSONNEL SUPERVISOR II/PERSONNEL SUPERVISOR I – TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES ANALYST – ORANGE COAST DISTRICT**
- **STAFF SERVICES ANALYST – PERSONNEL SERVICES DIVISION/HEADQUARTERS/ SACRAMENTO**
- **STAFF SERVICES MANAGER I/ASSOCIATE BUDGET ANALYST – BUDGET OFFICE/ HEADQUARTERS/SACRAMENTO**

- **STATE HISTORIAN III – FISCAL AND REGISTRATION UNIT/OFFICE OF HISTORIC PRESERVATION/HEADQUARTERS/SACRAMENTO**
- **STATE PARK INTERPRETER I – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **ACCOUNTING ADMINISTRATOR I (SUPERVISOR) (\$4746 – \$5726) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Chief of Business & Fiscal Services. The incumbent will serve as the Manager of the Accounts Payable Unit. The Manager will be a liaison and coordinate the accounts payables and related activities from all the Park District's and Headquarters units. The incumbent will plan, organize, direct, and supervise staff performing the duties and functions associated with the department's accounts payables activities. **State housing is not available.** For further information regarding this position, please contact Olaya Paschal at (916) 653-7860.

### **ADMINISTRATIVE ASSISTANT (\$3418 – \$4155)/EXECUTIVE ASSISTANT (\$3072 – \$3734) – DIVISION OF POLICY AND STRATEGIC PLANNING/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Deputy Director for the Division. The incumbent will primarily serve as the assistant to the Division Deputy Director and the Assistant Director for Legislation. The incumbent will also provide other administrative duties as needed for the Division. It is desirable that the candidate have excellent typing and formatting skills, must be able to work independently and as a team player. The incumbent should be able to work with short time frames and multiple tasks, and also should be proficient with Microsoft Word and Excel programs. Training and Development assignments will be considered. ***This position will remain open until filled.*** **State housing is not available.** For further information regarding this position, please contact Nina Gordon at (916) 653-9377.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**ADMINISTRATIVE OFFICER III, RESOURCES AGENCY (\$4746 - \$5726) – SANTA CRUZ DISTRICT OFFICE**

The reporting location for this position is the Santa Cruz District Office, located at Henry Cowell Redwoods State Park. This position will work under the direction of the Santa Cruz District Superintendent. Duties will include the supervision and management of all administrative functions within the district, including accounting, budgeting, contracting, business services, and human resources functions. The incumbent will work independently, collect and analyze information, prepare reports, and participate on special committees. **State housing may be available.** For further information regarding this position, please contact Dave Vincent at (831) 335-6318 or [dvinc@parks.ca.gov](mailto:dvinc@parks.ca.gov).

**ASSOCIATE PARK AND RECREATION SPECIALIST (\$4516 - \$5489)/PARK AND RECREATION SPECIALIST (\$2632 - \$4770) – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**

The reporting location for this position is the Southern Service Center, in San Diego. This position will work under the direction of the Senior Environmental Scientist. The incumbent will function as part of a multi-disciplinary team of technical specialists. Primary responsibilities will include assisting with the preparation and processing of environmental documents and permit applications for a wide variety of Department projects, preparation of comments on non-department project documents affecting State Park units, and training other staff on CEQA, NEPA, and other permitting procedures. Additionally, the incumbent will participate on multi-disciplinary teams providing expertise to staff in solving diverse and complex resource management issues. Some travel will be necessary and project site assignments will be required in certain instances. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Chris Peregrin at (619) 220-5376.

**COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (4 POSITIONS) (\$15.78 - \$21.70/HOUR) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**

The reporting location for these positions is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. These positions will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety communications center. The incumbents will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Other duties will include answering and dispatching Fish and Game CalTip calls, receiving and processing Office of Emergency Services Hazmat reports. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Lorin Forehand or Betsy Hackett at (916) 358-1318.

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**COMMUNICATIONS OPERATOR (\$2736 - \$3762) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER**

The reporting location for this position is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. This position will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety communications center. The incumbent will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Other duties will include answering and dispatching Fish and Game CalTip calls, receiving and processing Office of Emergency Services Hazmat reports. **State housing is not available.** For further information regarding this position, please contact Lorin Forehand or Betsy Hackett at (916) 358-1318.

**ENVIRONMENTAL SCIENTIST (\$2875 - \$5336) – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**

The reporting location for this position is the Southern Service Center, located in San Diego. This position will work under the direction of the Senior Environmental Scientist. The incumbent will work as a member of multi-disciplinary teams of technical professionals serving the State Parks in southern part of the state. This is a great opportunity for a biologist or ecologist with diverse interests and skills who wants to use them to the fullest. The primary responsibility of the position is to provide natural resource expertise for park development projects, including project scoping and budgeting, CEQA review, focused sensitive species surveys, mitigation planning, avoidance recommendations, permitting, and site restoration. The incumbent will also prepare natural resource inventories and management goals and guidelines for natural resources for inclusion in State Park unit General Plans and Management Plans. Field inventories typically involve digital data collection and management including the use of Geographic Information Systems (GIS) and Geographic Positioning System (GPS) technology. Familiarity with the California Environmental Quality and Act (CEQA), and environmental regulations and permitting are essential. This position will require overnight travel that may extend to several days to a week at a time. **State housing is not available.** For further information regarding this position, please contact Chris Peregrin at (619) 220-5376.

**ENVIRONMENTAL SCIENTIST (\$2875 – \$5336) – SIERRA DISTRICT**

The reporting location for this position is at the Resources Office, located in Tahoe City. This position will work under the direction of the District Senior Environmental Scientist. The incumbent will manage a variety of resource projects in the Sierra District including invasive species management, prescribed fire, vegetation management, threatened and endangered species management, and watershed management. **State housing is not available.** For further information regarding this position, please contact Ken Anderson at (530) 525-9535.

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**ENVIRONMENTAL SCIENTIST (\$2875 - \$5336) – SIERRA DISTRICT/EMPIRE MINES STATE HISTORIC PARK**

The reporting location for this position is Empire Mines State Historical Park, located in Grass Valley. This position will work under the lead of the Water Quality Control Engineer for the Empire Mine State Historical Park Erosion and Storm Water Program and under the supervision of the Sierra Gold Sector Superintendent. The incumbent will assist in the development, implementation, and ongoing maintenance of the Storm Water Pollution Prevention Plan (SWPPP), the National Pollutant Discharge Elimination System (NPDES) Permit, and Best Management Practices (BMPs) associated with historic mining at the park. The incumbent will participate in interdisciplinary and interagency working groups. Other duties will include maintaining monitoring stations, collecting and analyzing data, and preparing recommendations, plans, reports, contract specifications, and documentation relating to the permits and plans for clean-up. **State housing is not available.** For further information regarding this position, please contact Ron Munson at (530) 273-3884 ext. 304.

**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – ACQUISITION AND DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/SACRAMENTO**

The reporting location for this position is One Capital Mall, located in Sacramento. This position will work under the direction of the Chief of the Service Center. The incumbent will perform a variety of office administrative duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Duties will include processing general correspondence, receive, stamp, and sort incoming mail for approximately 100 employees, make travel arrangements, maintain conference room calendars, and act as back-up for Fleet administration. The incumbent will also serve as a receptionist, and will answer, screen, and direct calls to the appropriate staff. **State housing is not available.** For further information regarding this position, please contact Kathy Amann at (916) 445-7961.

**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – ANGELES DISTRICT/ACCOUNTING SECTION**

The reporting location for this position is the Administrative Office, located in Calabasas. This position will work under the direction of the Administrative Officer I. The incumbent's duties will include accounting support duties related to the CALSTARS accounting system; preparation and processing of accounting documents; heavy phone work interfacing with vendors and District staff, posting of financial transactions to the computerized accounting system, and record keeping. **State housing is not available.** For further information regarding this position, please contact Susan Brock at (818) 880-0363 ext. 107.



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**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – ANGELES DISTRICT/ACCOUNTING SECTION**

The reporting location for this position is the District Administrative Office, located in Calabasas. This position will work under the direction of the Administrative Officer I. The incumbent's duties will include assisting the Administrative Supervisor in the preparation of contracts; responsibilities for the audit and payment of service contracts; maintenance of contract files, and generation of payment logs for contracts. The incumbent will independently complete simple or routine service contractions such as postage meter rental, and ensure that documents are accurate and complete. **State housing is not available.** For further information regarding this position, please contact Susan Brock at (818) 880-0363 ext. 107.

**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – SANTA CRUZ DISTRICT OFFICE**

The reporting location for this position is at Henry Cowell Redwoods State Park, located in Felton. This position will work under the direction of the Administrative Officer I. The incumbent will assist in processing documents and research projects; function as the District's typist for sensitive documents; perform statistical analysis; prepare charts and graphs as needed, and compile visitor attendance and revenue for the District, reporting to Sacramento and District management. The incumbent will also assist with District training and deadline coordination; assist the Administrative Officer I with contract preparation, and maintain various lists, rosters, forms, and duty statements electronically. **State housing is not available.** For further information regarding this position, please contact Sheila Branon at (831) 335-6380 or [sbran@parks.ca.gov](mailto:sbran@parks.ca.gov).

**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – SANTA CRUZ DISTRICT OFFICE**

The reporting location for this position is at Henry Cowell Redwoods State Park, located in Felton. This position will work under the direction of the Administrative Officer I. The incumbent will assist the District Accounting Office by maintaining records and data, and assist in processing documents and research projects. This position will function as the District's typist for sensitive documents; perform statistical analysis; prepare charts and graphs as needed, and compile Visitor Attendance and Revenue for the District, reporting to Sacramento and District Management. Additionally, the incumbent will assist with district training and deadline coordination; assist the Administrative Officer I with contract preparation, and maintain various lists, rosters, forms, and duty statements electronically. State housing is not available. For further information regarding this position, please contact Sheila Branon at (831) 335-6380 or [sbran@parks.ca.gov](mailto:sbran@parks.ca.gov).

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**PERSONNEL SUPERVISOR II (\$3761 - \$4571)/PERSONNEL SUPERVISOR I (\$3418 - \$4155)**  
**TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Transaction Manager. The incumbent will be responsible for the daily supervision and oversight of the Department's Personnel Transactions Program. The incumbent will be responsible for insuring all commitments and established deadlines are processed timely and accurately; monitor performance and provide feedback to transactions staff, and provide assistance to staff on the more complex or sensitive transactions issues. Strong interpersonal, supervisory, writing skills, and demonstrated knowledge of applicable statutes and bargaining language are a must. Proven leadership in a team based environment and experience with the Human Resource Information System (HRIS) are desired. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

**STAFF SERVICES ANALYST (\$2632 - \$4155) – ORANGE COAST DISTRICT**

The reporting location for this position is the Orange Coast District. This position will work under the direction of the Sector Superintendent. The incumbent will be the Special Events Coordinator and will work primarily in the South Sector, Doheny State Beach, San Clemente State Beach and San Onofre State Beach. The incumbent will analyze and review in excess of 1000 permits annually, including more than a dozen major sporting events with live media coverage and operating budgets exceeding two million dollars. The major events have year long planning elements which require fulltime attention from staff. The incumbent will be expected to work weekends, holidays, and evenings as needed. The incumbent must have superior public contact and customer relation skills. **State housing is not available.** For further information regarding this position, please contact Steve Long at (949) 366-8503.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**STAFF SERVICES ANALYST (\$2632 - \$4155) – PERSONNEL SERVICES DIVISION/  
HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. The position will work under the direction of the Assistant Personnel Manager. This position will be responsible for administering the work associated with the Department's Certification Unit. The incumbent will receive and log all requests for personnel action (DPR 81) and monitor the review process for these requests. The incumbent will also prepare the weekly Career Opportunity Bulletin, determine applicant eligibility for specific positions, coordinate the ordering of employment inquiry letters and certification lists, determine appropriate certification list usage, apply State Personnel Board and Department of Personnel Administration rules and regulations, department policies, and bargaining unit contract provisions, and research and assign alternate range appointments. Desirable qualifications include knowledge and application of laws and rules governing the certification and selection processes as well as the ability to work in a team environment. **State housing is not available.** For further information regarding this position, please contact Olivia Suber at (916) 653-9935.

**STAFF SERVICES MANAGER I (\$4746 - \$5726)/ASSOCIATE BUDGET ANALYST (\$4111 - \$4997) – BUDGET OFFICE/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Budget Officer. This position offers the opportunity to work in a team environment dedicated to the mission of the Department of Parks and Recreation. This position requires budget development and management experience, excellent organizational skills, and the ability to develop innovative ways of accomplishing goals. The Budget Section offers the potential for professional growth and development in a supportive environment. The incumbent will perform the more responsible and complex budget work by coordinating and assisting in the development, administration, maintenance, review, and control of the Department's Capital Outlay budget in support of the Department's core program elements of resource protection, public safety, facilities, education/interpretation, and recreation. The primary focus of this position involves the Department's Capital Outlay budget workload; however the incumbent may be assigned workload or projects in other areas as needed. Knowledge of State financial and budget processes and Microsoft Excel is required. Excellent analytical, and verbal and written communication skills are highly desirable, along with the ability to successfully interact with staff at all organizational levels. Some travel to field offices may be required. Applications will be screened and only the most qualified candidates will be considered. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Lorraine Clarke at (916) 653-9518 or [lclarke@parks.ca.gov](mailto:lclarke@parks.ca.gov).

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**STATE HISTORIAN III (\$4858 - \$5864) FISCAL AND REGISTRATION UNIT/OFFICE OF HISTORIC PRESERVATION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is the Office of Historic Preservation at Headquarters in Sacramento. This position will work under the direction of the State Historic Preservation Officer. The incumbent will supervise a staff of four professional and clerical staff. It is imperative that the incumbent be experienced in the registration field and is familiar with the National Register of Historic Places and applicable criteria, regulations, and guidelines; the operations of the State Historical Resources Commission and applicable codes, regulations, and guidelines. The incumbent must have good judgment and be capable of supervising staff. It is less necessary that the incumbent understand the budget process, but must be able to manage the work of the budget staff. **State housing is not available.** For further information regarding this position, please contact Stephen Mikesell at (916) 653-7113.

**STATE PARK INTERPRETER I (\$3266 - \$3969) – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**

The reporting for this position is at the Southern Service Center, located in San Diego. The position will work under the direction of the State Historian III. This position provides a unique opportunity for experiencing a wide variety of challenging interpretive assignments. The incumbent will have the opportunity to participate on multi-disciplinary planning teams preparing interpretive themes, goals, and guidelines and coordinating interpretive issues during preparation of general and management plans for many different types of parks. The incumbent may undertake planning tasks including facilitating meetings, making public presentations, and participating in unit classification studies. The incumbent also coordinates with other Department of Park and Recreation staff including consultants on Major and Minor Capitol Outlay Development projects that have interpretive elements, including planning, designing, and implementing interpretive exhibits for visitor centers, house museums, and outdoor recreational facilities. The incumbent will also perform duties in support of district interpretive efforts interpretive plans, exhibit planning, etc. **State housing is not available.** For further information regarding this position, please contact Jim Newland at (619) 220-5314.

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Associate Architect	August 25, 2006	Open
Associate Civil Engineer	August 25, 2006	Open
Associate Management Auditor	August 11, 2006	Promotional/Spot Sacramento
Communications Operator	Continuous Filing	Open
Executive Secretary I	August 11, 2006 One Day File In Person Coachella Valley Mountains Conservancy	Open/Spot Riverside County
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open